

Accession Forms: Representative Samples

Compiled by Brett Carnell, July 2004

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The five sample accession records on the following pages illustrate the type of information compiled for photographs and other pictorial materials in several kinds of repositories. Accessioning is a brief but important phase in the life cycle of visual materials acquired by archives, libraries, and other cultural heritage organizations. Accessioning documents the receipt of records and lays the foundation for subsequent arrangement and description work. By accessioning new receipts, a repository

- establishes preliminary physical control,
- establishes preliminary intellectual control, and
- documents holdings to facilitate planning, budgeting, and prioritization.

Each repository tailors the layout of accession forms to suit its needs. Typical information includes:

(Strongly recommended)

- Accession control number
- Creator or originator of collection
- Date of acquisition
- Dates covered (may be inclusive or bulk dates)
- Extent (quantity) of material (estimated)
- Name of collection or record group (usually includes source and format)
- Restrictions and terms of use
- Scope and content (predominant subjects, etc.)
- Source of acquisition (including address, contact person)
- Storage location(s) with exact quantity of containers
- Type of acquisition (transfer, purchase, gift)
- Type of media (prints, negatives, slides, etc.)

(Recommended)

- Anticipated additions (or accretions to the collection)
- Condition information
- Notes
- Photographers' names, when different from overall creator
- Processing priority

Sample 1: All-purpose Form for a Local Community Archives

Sample 2: Family Papers, with Separated Photographs (Fictional)

Sample 3: Photographic Studio Corporate Records (Fictional)

Sample 4: Government Records with Photographic Series (Fictional)

Sample 5: Single Item Acquisition -- A Born Digital Photograph (Fictional)

Sample 1: All-purpose Form for a Local Community Archives

Source: New Caledonia Community Archives

http://aabc.bc.ca/aabc/msa/3_sample_accession_record.htm (Accessed June 8, 2003)

NEW CALEDONIA COMMUNITY ARCHIVES

34-1485 Stanton Drive, New Caledonia, B.C., X0X 0X0

(604) 555-7755

ACCESSION RECORD

Accession Number: _____

Date: _____

Date received: _____

Location No. _____

Received from: _____

Address and telephone: _____

Accession Title: _____

Provenance: _____

Biographical information: _____

Contents:

☐ Textual records
☐ Sound recordings
☐ Maps/plans

☐ Photographs
☐ Books/publications
☐ Ephemera

☐ Prints, Paintings, Drawings
☐ Film/video

☐ Other (describe) _____

Extent:

Description: _____

Acquisition information: _____

☐ Donation

☐ Transfer

☐ Copied material

☐ Purchase /\$: _____

☐ Other

Restrictions: _____

Notes: _____

Date acknowledged: _____

Archivist: _____

Sample 2. Family Papers, with Separated Photographs (Fictional)

Source: Library of Congress, Prints & Photographs Division

Accession Sheet

CN/Accession: 2004:001

Photographs from the Milagro family papers [includes portraits of family, friends and acquaintances; family vacations; photographs of the family's art collection; official activities and travels of Simon Bolivar Milagro as US Ambassador to Xanadu, including a photograph album of important sites in Xanadu presented to Milagro by the Grand Vizier and a panorama of the royal palace; suffrage movement lantern slide lecture by Yabasta Milagro with accompanying caption list; Hermione Milagro's career as an actress and playwright; daguerreotypes of Concepcion and Maria Guadalupe Milagro; and a photographic campaign button of Senator Marco Polo Milagro]

Production dates: 1855 -- 1966

Total quantity: ca. 3,941

Entry date: 1/5/2004

Notes: No donor restrictions. Copyright may apply; rights status not evaluated.

Comments on condition: 1 daguerreotype has weeping cover glass. Photo albums have many loose prints. Panorama is tightly rolled.

ACQUISITION

Source: Carmen Milagro O'Neal

Address: 1234 Happy Trails Parkway
Corona, NM 88318

Acquisition type: Gift

Receipt date: 1/4/2004

Accession date: 1/5/2004

Fund:

Status: Accessioned

Recommendation? y

Restrictions? y

Instrument of gift? y

Copyright reg. no.:

Purchase order :

CREATOR

Creator: Quiksnap d'Xanadu

Role: photographer

Material specified: Xanadu presentation album

Creator: Sharp Photographic Studio

Role: photographer

Material specified: family portraits

2004:001

MEDIA

Medium: Photographs : ca. 1,300 prints; 2 daguerreotypes; 1 panorama; 2,300 photos in 65 albums

Medium: Negatives : 250 film and 50 glass

Medium: Other visual material : 1 photographic campaign button

Medium: Transparencies : 37 lantern slides

LOCATION

Quantity: (5) 19" x 15" x 2" boxes

Location: LM / ND / 01

Material specified: Prints, albums, button

Quantity: 2 document cases

Location: LCA / LL VAULT 1 / 05

Material specified: Film negatives

Quantity: 1 file cabinet drawer (part)

Location: LA / GLASS CAGE / 01

Material specified: glass negatives, lantern slides

Sample 3. Photographic Studio Corporate Records (Fictional)

Source: Library of Congress, Prints & Photographs Division

Accession number: 2003:0002

Description: Sharp Photographic Studio Records [Includes portraits, images of churches, miners, Mexico, and South Africa]

Inclusive Dates: 1950-1999

Total quantity: ca. 38,200

Notes: Negatives arranged chronologically; contact sheets and other photographic prints arranged topically.

Condition: Good, some contact sheets are rolling.

Acquisition Source: Sharp Photographic Studio
Acetate Boulevard
Emulsion, Minnesota 51515

Acquisition type: Gift

Receipt date: Feb. 7, 2003

Restrictions: No access restrictions. Sharp Photographic Studio retains copyright.

Creator(s): Sharp Photographic Studio

Media: Ca. 27,000 negatives (35mm); ca. 3,200 gelatin silver prints; ca. 7,500 contact sheets; ca. 500 mss documents.

Sample 4: Government Records with Photographic Series (Fictional)

Source: International Records Management Trust. Managing Archives.
<http://www.irmt.org/downloadlist/education.html> (accessed July 2004)

Archives Accession Form	
Accession number: RG 007	Depositor:
Transferring Agency: Omega County Department of Parks and Recreation	
Is this a transfer from the records centre?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Covering Dates: 1870-2003	
Will more items be added to this series?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Quantity (number of items or boxes): ca. 800 photographs; ca. 300 negatives; lantern slides (8 linear feet)	
Physical Type (files, volumes, etc.): Photographic prints, negatives, lantern slides	
Physical Condition (note any problems): Good	
Can Records be Opened After [statutory closed period]? (Specify any items to be opened earlier or later) Unrestricted	
Further Information (note any items missing or retained, or containing special materials such as photographs, maps, coins, and so on. Note here any special conditions of transfer applying to records from external sources):	
General photograph file of the Omega County Department of Parks and Recreation which covers historic sites, county parks, recreation facilities, and department employees (1870-2003); lantern slides depicting community events in county parks, 1915-1936; collection of photographs of Civil War re-enactments at Omega Valley Battle site, 1980-1984; photographic prints and negatives taken by Omega County photographer Ansel Watkins for exhibit panels at the Omega County Centennial Exposition, 1936; photographs donated by the family of Theodore Roosevelt Gartenmeister, head of the Omega County Department of Parks and Recreation from 1945 to 1975.	
Proposed for transfer to Archival Institution by:	
Name: I.M. Anappraiser	
Position (of representative of agency/depositor/records centre): Appraisal archivist	
Date: June 2, 2003	
Accepted to Archival Institution by:	
Name: R.U. Anarchivist Position: Archivist	
Signature: Date: June 9, 2003	

Sample 5. Single Item Acquisition -- A Born Digital Photograph (Fictional)

Source: Library of Congress, Prints & Photographs Division

Accession #: 2003.003

Date Received: 2/27/03

Creator: Shutterbug, Sarah, b. 1968

Title / Description:

Fireworks over the Golden Gate Bridge, January 1, 2000

Volume (# boxes, linear feet, etc.):

1 digital photograph

Type of material: 1 TIFF file (11 megabytes) on a CD-ROM

Date range: 2000

Access conditions/Copyright: Copyright by Sarah Shutterbug

Summary description:

Physical condition: Good

Donor name and Address: Sarah Shutterbug
123 Photographers Row
San Francisco, CA 94117

Date acknowledgement sent: 3/4/03

Location of collection:

- CD-ROM sent to offsite storage. Filed as CD289.
- TIFF file loaded on server RS1 by JKL, 3/15/03. File name is sfc/3000/0001.tif. Jpeg and thumbnail derivatives created by MNO, 3/16/03, and loaded on server RS2 under file names sfc2/3000/0001.jpg and sfc2/3000/0001.gif

Accessioned by: R.U. Anarchivist

Date: 2/27/03